

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DHR0226920**

Date Posted: 08/13/12

POSITION NO: 201840

Closing Date: 08/27/12

CLASS CODE: 1419

POSITION TITLE: **Human Resources Technician**

DEPARTMENT NAME: Department of Personnel Management

DEPARTMENT NO: 22 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Mon - Fri

Permanent: ☒

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary: ☐

Duration:                      \$ 26,956.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 12.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provides technical support to the Classification and Pay Plan Office processing Position Classification Questionnaires (PCQ), Employee Performance Appraisal Forms (EPAF), Step Increase and Merit Pay Bonus Recommendation/Approval Forms and related documents in a timely manner; receives, logs in and updates applicable databases; reviews PCQs, EPAFs, SIRAFs and MPBRAFs for completeness, accuracy and compliance with established policies and procedures; prepares correspondence and returns documents to programs for correction and/or additional information; provides technical assistance and guidance to programs on the various procedures and processes; responds to inquiries and questions; updates class plan for all new and revised class specifications using FilemakerPro and JDEdwards; in coordination with the HR Position Control Analyst updates HRIS for all classification decisions; may assist with assigning position numbers. Reviews and verifies SIRAFs and MPBRAFs for employees recommended for step increase or merit pay bonus; updates and maintains databases for all recommendations; prepares merit pay bonus memoranda to Payroll for eligible employees; prepares merit pay bonus and step increase recommendations for approval by Classification & Pay Manager; prepares appropriate correspondence for problem EPAFs, SIRAFs and MPBRAFs; prepares outstanding EPAFs reports for distribution to programs; may assist in conducting training on position classification, employee performance appraisals, step increase and merit pay bonus procedures and processes; uses discretion when requested to disclose confidential personnel information on employees. Assists with the issuance of sensitive position designation memoranda and updating HRIS. Assists with troubleshooting FilemakerPro databases; responsible for the maintenance of printers and xerox machine.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED, supplemented by 6 to 12 months of specialized training in general office procedures; and  
***(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.)***

**Experience:**

three years (3) years responsible office support experience in a human resources/personnel office; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Knowledge of: Navajo Nation human resources policies and procedures; computer software, database and spreadsheet applications; skill in: preparing a variety of records, reports and correspondence using appropriate format; communicating effectively both orally and in writing; applying judgment in the release of confidential information; ability to interpret and analyze informational needs and provide technical advice and guidance on HR actions and processes. Must be proficient in Microsoft Word, Excel, Power Point and FilemakerPro.

**License/Certification Requirements:**

Must be able to take required test and obtain required certification for access to JDEdwards HRIS/FMIS.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**